INDIVIDUAL TRAINING STANDARDS

1. <u>General</u>. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. <u>Format</u>. For each ITS, the following elements of information are provided:

   a. <u>TASK</u>. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

   b. <u>CONDITION(S)</u>. This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

   c. <u>STANDARD(S)</u>. This portion of the ITS describes the level of proficiency to which the individual must perform the task.

   d. <u>PERFORMANCE STEPS</u>. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

   e. <u>INITIAL TRAINING SETTING</u>. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

   f. <u>REFERENCE(S)</u>. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

   g. <u>TRAINING MATERIEL (Optional)</u>. Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

   h. <u>AMMUNITION (Optional)</u>. This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

   i. <u>DISTANCE LEARNING PRODUCT(S) (Optional)</u>. This section includes a list of any currently available or planned DL products designed to provide training related to this task.

   j. <u>PERFORMANCE SUPPORT TOOL(S) (Optional)</u>. This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

   k. <u>ADMINISTRATIVE INSTRUCTIONS (Optional)</u>. Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 0659, INFORMATION SYSTEMS CHIEF

DUTY AREA 01 - COMMUNICATION INFORMATION SYSTEMS SUPPORT PLANNING

For a complete MOS 0659 task list, add appropriate grade-level tasks from MOS 0600, BASIC COMMUNICATION INFORMATION SYSTEMS MARINE to the following tasks.

TASK: 0659.01.01 (CORE) DEVELOP INFORMATION SYSTEMS PLAN

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Review planning documents.

2. Determine hardware and software requirements.

3. Determine hardware and software capabilities.

4. Prioritize installation of services.

5. Identify shortfalls.

6. Draft information systems plan.

7. Submit plan for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. SOP, UNIT

3. MCWP 3-1, Ground Combat Operations

TASK: 0659.01.02 (CORE) DRAFT EMERGENCY ACTION PLAN (EAP)

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Analyze requirement.

2. Consider types of emergencies.

3. Consider threats for hostile action emergencies.

4. Evaluate emergency destruction factors.

5. Consider emergency planning measures.

6. Determine destruction methods required for specific materials.

7. Submit EAP to Commander for signature.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual

2. NTP-4, Naval Telecommunications Procedures/Fleet

3. OPNAVINST 5605, Physical Security

4. SECNAVINST 5510.30_, Department of the Navy Personal Security Program

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TASK: 0659.01.03 (CORE) DRAFT COMMUNICATIONS GUARD SHIFT

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure continual and effective security, per the references.

PERFORMANCE STEPS:

1. Determine addresses.

2. Establish liaison with action addressees.

3. Determine effective start and termination times.

4. Determine guard list requirements.

5. Determine general message requirements.

6. Determine special cross service/allied procedures per local SOP.

7. Draft appropriate communications guard shift.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. SOP, UNIT TRAINING

2. ACP-126, Communications Instruction - Teletypewriter

3. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures

4. NTP-4, Naval Telecommunications Procedures/Fleet

5. NWP-11, Naval Operational Planning

Appendix O to
ENCLOSURE (6)

TASK: 0659.01.04 (CORE) PLAN ELECTRONIC DATA FILE TRANSFER SYSTEM

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Plan equipment configuration.

2. Draft point-to-point data exchange diagram.

3. Determine subscriber needs.

4. Determine software requirements.

5. Determine equipment and personnel requirements.

6. Determine adequate software availability.

7. Determine COMSEC requirements.

8. Determine terminal equipment interface requirements.

9. Plan for alternate route procedures.

10. Submit plan to higher headquarters.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. CMS-1_, COMSEC Material System Policy & Procedures Manual

2. TM 09090A-12/1, Operator and Organizational Maintenance for Advanced Narrow Band Digital Voice Terminal

3. TM 09150A-15, FMF EUCE Combined User and Computer Operation Manual

ADMINISTRATIVE INSTRUCTIONS: VHF/UHF/HF/TACSAT/KY-68/DSVT/INMARSAT.

TASK: 0659.01.05 (CORE) PLAN MESSAGING INTEROPERABILITY

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Determine personnel requirements.

DUTY AREA 02 - COMMUNICATION INFORMATION SYSTEMS INSTALLATION

TASK: 0659.02.01 (CORE) SUPERVISE INSTALLATION OF MESSAGE DISTRIBUTION SYSTEMS

CONDITION(S): Provided personnel, equipment, planning documents, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Ensure adherence to all safety requirements.

2. Determine requirements.

3. Supervise implementation of records/logs/files/personnel access.

4. Supervise the installation of equipment.

5. Supervise COMSEC implementation.

6. Inspect terminal equipment interface for correct installation and grounding.

7. Ensure PLA/directory database is updated.

8. Ensure activation of circuits per planning documents.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. MCWP 6-22, Communication and Information Systems

3. NTP-3, Plain Language Address Directory (PLAD)

4. NTP-4, Naval Telecommunications Procedures/Fleet

TRAINING MATERIEL:

1. Computer Suite

2. Servers

3. Software

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TASK: 0659.02.02 (CORE) SUPERVISE INSTALLATION OF INFORMATION SYSTEMS

CONDITION(S): Provided, equipment, personnel, planning documents, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Ensure adherence to all safety requirements.

2. Site equipment.

3. Supervise implementation of records/logs/equipment, as required.

4. Supervise installation of hardware and software.

5. Supervise COMSEC installation.

6. Review installation to ensure adherence to planning documents.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. SOP, UNIT

TRAINING MATERIEL:

1. Computer Suite

2. Servers

3. Software

TASK: 0659.02.03 (CORE) SUPERVISE INFORMATION SYSTEMS CONFIGURATION MANAGEMENT

CONDITION(S): Provided information systems, upgrades, personnel, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Supervise adherence to all safety precautions.

2. Determine required hardware/software upgrades.

3. Schedule system nonavailability.

4. Prepare recovery plan.

5. Direct system upgrades.

6. Ensure system operational check is completed.

7. Ensure documentation is completed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

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REFERENCE(S):

  1. Applicable Technical Publications/Manuals

  2. SOP, UNIT

TRAINING MATERIEL:

  1. Computer Suite

  2. Servers

  3. Software

DUTY AREA 03 - COMMUNICATION INFORMATION SYSTEMS OPERATION

TASK: 0659.03.01 (CORE) SUPERVISE OPERATION OF MESSAGE DISTRIBUTION SYSTEM

CONDITION(S): Provided personnel, equipment, planning documents, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Supervise communication center security, as required.

2. Supervise COMSEC procedures.

3. Review communication logs for correctness and completeness.

4. Supervise watch-to-watch inventories.

5. Supervise alternate routing procedures.

6. Control destruction of CMS software.

7. Supervise execution of communication emergency action procedures.

8. Supervise update of operator database, as required.

9. Ensure proper delivery/receipt of messages.

10. Ensure proper operation of messaging system software.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. SOP, UNIT

2. ACP-122, Communications Instruction - Security

3. ACP-131, Communications Instruction - Operating Procedures

4. CMS-1_, COMSEC Material System Policy & Procedures Manual

5. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures

6. MCWP 6-22, Communication and Information Systems

7. NTP-3, Plain Language Address Directory (PLAD)

8. NTP-4, Naval Telecommunications Procedures/Fleet

9. SECNAVINST 5510.30_, Department of the Navy Personal Security Program

TRAINING MATERIEL:

1. Computer Suite

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ENCLOSURE (6)

2. * Network Server

3. * Servers

4. * Software

TASK: 0659.03.02 (CORE) OPTIMIZE SYSTEM PERFORMANCE

CONDITION(S): Provided workstations, utilities, servers, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Establish system performance baseline.

2. Monitor system performance.

3. Analyze system for workload performance.

4. Reconfigure the system, as required.

5. Reestablish baseline, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

TRAINING MATERIEL:

1. Computer Suite

2. * Network Server

3. * Servers

4. * Software

TASK: 0659.03.03 (CORE) MANAGE INFORMATION SYSTEMS SERVICES

CONDITION(S): Provided servers, workstations, software, personnel, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Monitor information systems services.

2. Ensure correct operation of information systems services.

3. Ensure proper allocation of resources.

4. Regulate access to information systems services.

5. Supervise configuration of (OSI) Physical Layer devices.

6. Supervise configuration of (OSI) Physical Layer media.

7. Supervise configuration of (OSI) Data Link Layer communication protocols on host interfaces, for both LANs and WANs.

8. Supervise configuration of (OSI) Network Layer protocols on host systems: TCP/IP Addressing

9. Reconfigure select devices and services, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. UNIX Operating System Manual

3. UNIX System and Network Administration Manual

TRAINING MATERIEL:

1. Computer Suite

2. * Network Server

3. * Servers

4. * Software

TASK: 0659.03.04 (CORE) TROUBLESHOOT FAULTY END-USER COMPUTER EQUIPMENT

CONDITION(S): Provided equipment, utilities, diagnostic equipment, and references.

STANDARD(S): To return faulty computer equipment to a fully operational status, per the references.

PERFORMANCE STEPS:

1. Analyze problems.

2. Determine possible solutions.

3. Validate possible solutions.

4. Implement solutions.

5. Edit the registry, as required.

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6. Direct reinstallation of operating system, as required.

7. Verify resolution.

8. Document procedures.

INITIAL TRAINING SETTING: FLC Sustainment: 24 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. SOP, UNIT

TRAINING MATERIEL:

1. Computer Suite

2. Software

TASK: 0659.03.05 (CORE PLUS) SUPERVISE OPERATION OF AN/MSC-63A

CONDITION(S): Provided personnel, equipment, planning documents, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Ensure adherence to all safety precautions.

2. Evaluate user requirements.

3. Coordinate with the agencies controlling system through which distant end users will interface the AN/MSC-63A, as required.

4. Ensure operational readiness of AN/MSC-63A systems.

5. Ensure systems adminstrator functions are performed.

6. Supervise operational configurations.

7. Reconfigure AN/MSC-63A, as required.

8. Schedule system maintenance.

9. Verify system maintenance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

2. TM 07737B-10/1, Systems Operation Manual, Communications Central AN/MSC-63

    3. TM 07737B-10/2, COMM CNTRL MSC-63A

    4. TM 5-4120-363-14, AIRCONDVERT Compact 36000 BTU

TRAINING MATERIEL:

    1. * AN/MSC-63A Communications Central

    2. AN/TSC-96A Satellite Communications Central

    3. Computer Suite

    4. * Servers

    5. * Software

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TASK: 0659.03.06 (CORE PLUS) SUPERVISE SYSTEM BACKUP/RECOVERY

CONDITION(S): Provided servers, workstations, backup software, peripheral devices, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

    1. Back-up file(s), directories, and file systems.

    2. Restore file(s), directories, and file systems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

    1. Applicable Technical Publications/Manuals

    2. UNIX Operating System Manual

TRAINING MATERIEL:

    1. Computer Suite

    2. * Servers

    3. * Software

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